

VRIS UPDATE

Employee Roster Information Form Effective 8/27/2007 Number 102

SUMMARY OF UPDATES

The Employee Roster Information form that is completed on a new employee's first day of employment by their supervisor or the respective personnel clerk, has been revised to request the employee's legal name for entry into NIS and QUEST. In addition, several new teams were added to reflect recent reorganization of the Omaha and Central areas. Also, the form has been revised to collect emergency contact information that NDE Human Resources has requested for their records.

VRIS POSTING

The revised Employee Roster Information form is located at: VRIS: Printed and Marketing Materials: Administrative Forms: **Employee Roster Information Form**

FORMS REVISED

The Employee Roster Information form

TEAM COMMUNICATION

Supervisors should share this information with their respective personnel clerks, as appropriate.

LEADERSHIP CONTACT

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